



MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : John H. Waller
Inspector General

SUBJECT : Study of the PATB

1. With reference to your call to [REDACTED] yesterday, I am forwarding the final version of our Statement of Work which is being presented to our contractor, [REDACTED]. You will note on page 1 of the Statement, reference is made to the legal selection and placement of employees. [REDACTED] fully understands the importance of the Uniform Guidelines on Employee Selection Procedures and the legal effects of those guidelines. Also on page 3, item F.3. the Statement specifically asks that the contractor discuss possible testing biases for any particular category of persons. We feel, therefore, that any racial or discriminatory aspects of the PATB will be considered in the report.

2. In our discussions with Mr. Wortman we understood he was contemplating a study focused specifically on the question of discrimination. Although our own efforts are more broadly concerned, based on the attached Statement and our conversation with [REDACTED] we are confident that any general biases in the PATB will be dealt with in [REDACTED] study.

John H. Waller

Attachment:
As Stated

STATEMENT OF WORK

Study of the Agency's Use of the Professional
Applicant Test Battery(PATB)

I. Objectives

The purpose of this contract is to obtain an expert, independent critique of the Agency's use of the Professional Applicant Test Battery; this is part of an overall survey of recruitment being conducted by the Inspector General, consonant with his responsibility to determine the effectiveness of programs in implementing the policy objectives of the Agency. This contract is to conduct a survey of the ways in which the Agency's use of the PATB does and does not contribute to the effective, proper, and legal selection, placement and promotion of employees. At issue is the question of whether the Agency's professional testing and evaluation program is valid, relevant and up to the current state of the art or in need of repair; it is not the contractor's job to develop an alternative testing system.

II. Procedure

In the conduct of this review, the consultant will be expected to:

A. Study the PATB in terms of abilities and attributes being appraised (the test rationale).

B. Consult with Psychological Services Staff for explanation of the genesis and evolution of the Test Battery, of standards and procedures, and how various components of the Agency use the Battery in the selection, assignment and promotion of employees;

C. Study and evaluate the study methods, the data collected, records maintained, and the reports prepared by the psychological Services Staff relative to the validity of the Battery; and

D. Review a properly sanitized sample of the interpretations of individuals' test scores prepared by the Psychological Services Staff.

The contractor will be supported in this study by two Agency employees who will arrange for access to relevant data and interviews.

III. Tasks

A. Review validation data on tests of intellectual ability.

Since 1958 approximately 19 in-house studies have been conducted which have at least some relevance to PATB validity. The review of these studies should cover test reliability, the adequacy of the existing data in demonstrating PATB validity, the appropriateness of the study methods used to assess validity.

B. Evaluate use of the SVIB (Strong-Campbell) in terms of available validation data and the manner in which scores are interpreted and presented.

C. Examine the appropriateness of the foreign language test.

D. Review the test of writing ability in terms of objectivity of scoring and indications of validity.

E. Review attitudinal and personality testing in terms of criterion-related or construct validity, the advisability of factor analyses, the method used to cluster the scores and summarize the findings, and the use of data from prior validation studies conducted in-house.

F. Prepare a report assessing the findings and reaching conclusions as to the specific topics noted above.

The report will include discussion of:

1. The character of the Test Battery; its use by the Agency;
2. The role of the Psychological Services Staff in interpreting test scores and providing narrative reports;
3. The question of possible testing bias for any particular category of persons;
4. Implications of the fact that not all Agency entities use the Test Battery;
5. Recommended improvements in the tests, their use*, and validation study methodology; and
6. Any changes that seem appropriate in terms of effectiveness, priority, and legality.

*This task may expand to include PETB (Professional Employee Test Battery).

The general findings and recommendations of the consultant should be written to be intelligible to lay persons. Technical material useful to the Psychological Services Staff (PSS) should be appended to the general report.

Staff personnel are now interviewing users (and non-users) of the PATB and their interview reports will be made available. The consultant will be provided opportunity to interview members of the PSS, and other persons who may be of assistance in clarifying or elaborating on available written materials.

IV. Schedule

An initial allocation of three (3) person-weeks has been made for this review which is to be completed in October 1979.

V. Reporting

The bulk of the work will be conducted at the sponsor's facility. The contractor may be requested to present informal weekly oral briefings on activities, problems encountered and any additional support required. The contractor will submit a draft final report. The Inspector General will review the draft report and return it to the contractor within one calendar week in the event that specific questions remain unanswered or require further elaboration.

VI. Data Requirements

The contractor is responsible for resources and data that are available in the public domain. The sponsor will provide classified information as necessary.

VII. Classification & Security

The data provided by the sponsor may be classified to the Secret level; however, none of these data are necessarily appropriate for inclusion in the contractor's report. Since the report will deal primarily with validation methods that are in the public domain, the report is expected to be unclassified so long as the sponsor is not identified and no reference is made to classified source data. Security clearances will be required of all who have access to classified data provided as source documentation for the report.

STATINTL

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